

# **CITY OF MANCHESTER**

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)



## **MICROCOMPUTER SYSTEMS SPECIALIST (AIRPORT)**

(Announcement No. R-028-07)

Airport

Grade 19

Starting Pay: \$42,369.60 per year, plus extensive benefits package

### **THE JOB:**

Provides on-site maintenance and trouble shooting for micro-computer hardware, software, and network connections. Responds to trouble calls from users; diagnoses the cause of micro-computer operation problems; performs software installation and setup procedures; performs network configuration procedures; performs component diagnosis and replacement; instructs assigned users in the use of computer software. Successful candidates will be exposed to all aspects of the Airport's computer technology in addition to concentrating on some key areas.

### **MINIMUM**

### **QUALIFICATIONS:**

Associate's Degree in computer science or a related field, supplemented by 4-6 years experience of desktop support or network administration experience. Must be able to pass a security check and learn quickly under stressful situations. Must also possess a valid driver's license. Knowledge of the following software would be helpful: Windows Operating Systems, Microsoft Office, AutoCad, Cisco, VMML. Proficiency in Microsoft Office Professional, a plus.

**NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.**

### **APPLICATION**

### **PROCEDURES:**

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

### **OPENING DATE:**

Wednesday, April 11, 2007

**CLOSING DATE:** Wednesday, April 25, 2007

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***